27 April 2015

English and French only*

Eleventh Meeting of Heads of National Drug Law Enforcement Agencies, Europe
Brussels, 22-25 June 2015

Information for participants

A. Venue for the Meeting of Heads of National Drug Law Enforcement Agencies, Europe

The 11th Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA), Europe, will be held at the Egmont Palace Conference Centre, Brussels, Belgium.

B. Coordination

Host Country:

Mr. Jan Wouters, FPS Foreign Affairs: jan.wouters@diplobel.fed.be

UNODC:

Secretariat to the Governing Bodies: sgb@unodc.org, simone.rupprich@unodc.org
Tel.: +43 1 26060 4280

C. Meeting registration

Registration will take place on Monday, 22 June 2015, between 8 a.m. and 4.30 p.m. at the following address: Kleine Zavel/Petit Sablon 8bis, 1000 Brussels, which is situated to the left of the main entrance to the Egmont Palace.

To facilitate the registration process, participants are requested to fill in the attached registration form (Annex A) and return it to the Secretariat of the Governing Bodies, as soon as possible and by Monday, 15 June 2015, at the latest, either by e-mail: sgb@unodc.org, simone.rupprich@unodc.org, or by fax: +43 1 26060 5885.

* English, French, Russian and Spanish are the working languages of the subsidiary body

V.15-02842 (E)

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D. Opening

The meeting will start on Monday, 22 June 2015, at 10 a.m., in the Arenberg Room.

E. Hotel reservations

The Government of Belgium has communicated directly with the NH Grand Sablon, the Hotel Chambord, the Hotel Ibis Centre Stephanie, the Aqua Hotel and The Hotel (all situated within walking distance of the conference venue; max. 15 minutes), in order to negotiate special rates. However, as it is high season, the hotels are not able to block a set number of rooms for a long time, so participants are advised to make booking arrangements as soon as possible.

NH Grand Sablon

Address: Bodenbroekstraat 2-4, 1000 Brussels
Reservations contact person: Mr. George Kittis — Group and Conference Organizer
Tel.: (+32) 2 518 13 67
E-mail: g.kittis@nh-hotels.com
www.nh-hotels.com

Special rates:	Superior room (single)	Superior room (double)
Sunday 21/06	140 €	150 €
Monday 22/06	180 €	200 €
Tuesday 23/06	199 €	219 €
Wednesday 24/06	199 €	219 €

+7.58 € city tax per room per night; Wi-Fi and breakfast included

The rates are guaranteed for 40 rooms and for reservations made until 21 May 2015. After that day the non-reserved rooms will be released automatically by the hotel and other rates may apply. Participants should make their reservation by completing the following form and submitting it directly to NH Grand Sablon: https://www.unodc.org/documents/commissions/CND/HONLEAs/HONEURO/reservation_form_NH_Grand_Sablon.pdf.

Hotel Chambord

Address: Naamsestraat 82, 1000 Brussels
Reservations contact person: Mrs. Ariane R. — Individual and Group Reservations Dpt.
Tel.: (+32) 2 248 99 10
Fax: (+32) 2 514 08 47
E-mail: reservation@hotel-chambord.be
www.hotel-chambord.be

Special rate: 124 € (including breakfast and 4.50 € city tax)

The rate is guaranteed for reservations made before 29 May 2015, mentioning the reservation code "HONLEA"; from 2 June 2015 all the confirmed reservations will be non-refundable.

Hotel Ibis Brussels Centre Stephanie

Address: Chaussée de Charleroi 66, 1060 Brussels
Reservations contact person: Mrs. Eva Scheerlinck — General Manager
Tel.: (+32) 2 612 81 39
Fax: (+32) 2 612 81 32
E-mail: H9401-GM@accor.be
http://www.ibis.com/gb/hotel-9401-ibis-styles-brussels-centre-stephanie/

Special rates:	Single room	Double room
Sunday 21/06	85 €	95 €
Monday 22/06	105 €	115 €
Tuesday 23/06	125 €	135 €
Wednesday 24/06	125 €	135 €

+4.75 € city tax per room per night; breakfast included

The rates are guaranteed for 20 rooms and for reservations made until 29 May 2015, mentioning the HONLEA conference.

Hotel Aqua

Address: Rue de Stassart 43, 1050 Brussels
Reservations contact person: Mrs. Capucine Chartier
Tel.: (+32) 2 213 01 01
Fax: (+32) 2 213 01 02
E-mail: capucine@a-hotels.be
http://www.aqua-hotel-brussels.com/

Special rates:	Single room	Double room (twin beds)	Double room (double bed)
Friday to Sunday (included)	89 €	99 €	109 €
Monday to Friday (included)	120 €	130 €	140 €

City tax, breakfast and city tax included

Availability of 20 to 30 rooms. The rates are guaranteed without date limit (depending on availability), mentioning the reservation code: tarif Corporate UNODC.

The Hotel

Address: Waterloolaan 38, 1000 Brussels
Reservations contact person: Mr. Youri Boeykens — Meetings and Events Executive
Tel.: (+32) 2 504 33 41
E-mail: book@TheHotel.be
www.thehotel.be

No special rate available. The rates change daily depending on availability and demand. Minimum 200 € including breakfast, mini bar and Wi-Fi.

F. Visas and transportation

Visas

Participants who require a visa must contact the competent diplomatic or consular authorities of Belgium and apply for a Schengen short-stay (C) visa **at least three weeks prior to their intended date of arrival in Belgium**. In countries where Belgium does not have diplomatic or consular representation, visa applications can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Belgium in the country concerned. **Participants are expected to make their own visa arrangements.**

Transportation

1. Participants are responsible for making their own arrangements for transportation between the airport and Brussels city centre.

2. Arriving at the airport, participants can take a taxi to their hotel. There are also trains and buses to the city centre:

- Taxi: Taxis with a taximeter are permanently available in front of the arrivals hall. The fare from the airport to the Brussels city centre is normally around 45 €.

- Train: The airport train station is located below the terminal (level -1). Up to 6 trains an hour connect the airport to Brussels North, Brussels Central and Brussels South stations (about a 15 minute ride). Brussels Central and Brussels South are the stations that are situated closest to the hotels.

- Bus: The bus station is located one floor down from the arrivals hall (level 0). The Airport Line is a 30-minute express service between Brussels Airport and the European quarter, situated not very far from the hotels. From Monday to Friday 8 p.m. the Airport Line is operated as an express service with number 12. On weekdays after 8 p.m., and the whole day on Saturday, Sunday and holidays the Airport Line is operated as a regular service with number 21.

G. General and tourist information

Visiting Brussels:	http://www.brussels.be/artdet.cfm/4228
Visiting Belgium:	http://www.que-faire-en-belgique.be/tourisme/
	http://diplomatie.belgium.be/en/services/travel_to_belgium/links/tourism/
	http://www.belgium.be/en/about_belgium/tourism/
Belgian chocolates:	http://www.cupedia.com/belgium/belgian_chocolate.shtml
Belgian beers:	http://visitbrussels.be/bitc/BE_en/content/20032/brussels-on-draught.do
Belgian gastronomy:	http://en.resto.be/restaurant/brussels/gastronomic

Annex A

REGISTRATION FORM

Eleventh Meeting of Heads of National Drug Law Enforcement Agencies, Europe Brussels, 22-25 June 2015	
First name:	**Last name:**
Country/Organization:	
Head of Delegation: ☐ or **Member of Delegation:** ☐	
Title/Position:	
Ministry/Department:	
Mailing Address:	
Country:	
Fax:	**E-mail:**
Hotel/Address in Brussels:	

Please complete this form and return by 15 June 2015 at the latest to:

UNODC
Secretariat to the Governing Bodies
E-mail: sgb@unodc.org
Simone.rupprich@unodc.org
Fax: +43 1 26060 5885